

REQUIREMENTS

- A. As a condition of eligibility, each adult applicant must read and sign **DHR/FIA CARES 9707** which lists the customer's rights and responsibilities including:
1. A sworn statement that all information on the application and verifications provided are true, correct, and complete
 2. An understanding that changes in family size and composition, address, income, employment, and assets must be reported within 10 days
 3. An understanding that fines, imprisonment, or benefit reductions can result from making false statements, impersonating another person, or not reporting changes that could affect the benefit or are required by the local department
 4. An understanding that statements on the application can be used in a court of law for fraud prosecution
 5. The specific penalties for fraud convictions
- B. The case manager must make sure that the applicant understands what fraud is and the legal responsibility of signing the application
1. Allow the applicant to amend the application without penalty before signing
 2. Read the **9707** to any customer who is not able to read the form
 3. Require both adults to sign when two are applying
- C. Give the applicant a copy of the **9707**
- D. Review the **9707** with the customer, along with the current application at each recertification, but a new document does not have to be signed
- E. Apply the same rules and procedures to a representative payee or a representative helping with the application

ADDITIONAL INFORMATION

- Sanctions – Fraud
- Application – Interview
- Intentional Program Violation